



ILLINOIS DISTRICT OFFICE
500 W. MADISON ST., SUITE 1150
CHICAGO, IL 60661
312-353-4528 • 312-886-5688 (FAX)

Small Business Week – May 1-5, 2017

Illinois District Office & Resource Partner Events

May 1

Time Management: Prioritizing Your Priorities

Learn how to manage your time by distinguishing what is urgent and what is important. We'll discuss a variety of strategies, skills, and techniques to maximize your time so you can manage your workload, be more efficient, and increase your focus to achieve your small business goals.

Monday, May 1, 2017 - 9:00am CDT

SBA Sponsored

Location: SBA Illinois District Office, 500 W. Madison St., Chicago, IL 60661

[Registration Required](#)

Small Business Week: Franchising – Is it the best way to start a business?

Presented by: Grant Bullock This workshop will look at why you might want to own a business and the three options for going into business. There are myths about franchising that will be reviewed, plus a franchising industry overview. Next, talk about using the personal profile from FranNet to assist in choosing the right franchise for you. In addition, look at the research and due diligence you will need to accomplish before purchasing a franchise. There will be an opportunity for Q&A. Free to attend – registration required to secure a spot. Limited space available. RSVP to carly@champaigncountyedc.org or call 217-378-8535.

Sponsored by: Illinois Small Business Development Center at Champaign County EDC

Monday, May 1, 2017 - 10:00am CDT

Location: Illinois Small Business Development Center at Champaign County EDC, 1817 S. Neil Street, Suite 100, Champaign, IL 61820

[Registration Required](#)

One-on-one mentoring with SCORE

Thinking of starting or growing a business? Drop by any time between 12 and 2 p.m. to speak one-on-one with experts about how to get your business started, expanding your business, sources of financing, where to go for business planning assistance, and



business resources in the McLean County area. Representatives from the Small Business Administration and SCORE will be available to answer your questions.

Monday, May 1, 2017 - 12:00pm CDT

Location: ISU Alumni Center, 1101 N. Main St., Normal, IL 61761

[Registration Required](#)

Get Found on Google Search & Maps and Grow Your Business Online

Presented By: Don Elmore, SBDC Director Learn how to set up Google My Business, a free tool that helps you manage information displayed to customers on Google Search and Maps. The workshop will also include an overview of Google tools to help you improve your presence online, including Google Webmaster Tools and Google Analytics. You are welcome to bring your computer for this workshop. Wi-Fi will be available. Free to attend – registration required to secure a spot. Limited space available. RSVP to carly@champaigncountyedc.org or call 217-378-8535.

Sponsored by: Illinois Small Business Development Center at Champaign County EDC

Monday, May 1, 2017 - 3:30pm CDT

Location: Illinois Small Business Development Center at Champaign County EDC, 1817 S. Neil Street, Suite 100, Champaign, IL 61820

[Registration Required](#)

May 2

Small Business Resources in Your Backyard

Join the Small Business Advocacy Council, the Small Business Administration and Level Office for a morning networking event! Come learn more about how these organizations can help you grow your business.

Tuesday, May 2, 2017 - 8:00am CDT

Level Office

73 W. Monroe St.

Chicago, IL 60603

[Registration Required](#)

City of Champaign's Small Business Incentive Program

The City of Champaign offers financial support to small businesses for legal, financial, marketing, and educational services through its Small Business Incentive Program. Businesses located in the City of Champaign can access this program through the Illinois Small Business Development Center at Champaign County EDC (SBDC). Eligible participants can receive up to \$7,500 in matching funds for professional services, including \$1,000 as an education credit. The City of Champaign's Planning and Development staff will describe this program and answer questions. Free to attend,



registration required to secure a spot – limited space available. Coffee and pastries will be provided.

Sponsored by: Illinois Small Business Development Center at Champaign County EDC

Tuesday, May 2, 2017 - 8:30am CDT

Location: Illinois Small Business Development Center at Champaign County EDC, 1817 S. Neil Street, Suite 100, Champaign, IL 61820

[Registration Required](#)

Fox Valley SCORE Small Business Forum

Do you have a plan in place to grow or start your business? Do you use your website, email, or social media to increase customer engagement? Do you have the right pricing strategy to maximize long-term profit? Do you avoid the most prevalent digital fraud risks that could harm your business? If you answered no to any of the above, register now for this half-day training and networking event. Exchange ideas and hear from other business owners about how they've navigated their paths to success.

Sponsored by: SCORE Fox Valley

Tuesday, May 2, 2017 - 8:30am CDT

Location: Northern Illinois University Conference Center, 1120 E Diehl Rd #150, Naperville, IL 60563

[Registration Required](#)

Leadership and Team Building Skills for the Entrepreneur

As an entrepreneur, you need to learn how to lead your team to victory as well as know how to recruit, build, develop, and motivate team members to become leaders, too. Learn some of the leadership and management skills needed to lead and build a team that can make your small business a huge success.

Tuesday, May 2, 2017 - 9:00am CDT

SBA Sponsored

Location: SBA Illinois District Office, 500 W. Madison St., Chicago, IL 60661

[Registration Required](#)

Hiring for Company Fit

The ability to attract and retain top talent has become a priority for companies, and to do this successfully, companies need to focus on hiring individuals who fit their company culture. This workshop will focus on why hiring for fit is more valuable than hiring just for skill.

Sponsored by: Illinois SBDC at Southeastern Illinois College

Tuesday, May 2, 2017 - 9:00am CDT

Location: First Mid-Illinois Bank and Trust, 2 E. Locust St., Harrisburg, IL 62946

No registration required.

City of Urbana - Business Grant Programs



The City of Urbana offers business grants and reimbursements to support new, expanding, and transitioning businesses in Urbana's Downtown and along Cunningham Avenue. Businesses in these areas may receive a Development Grant of up to \$2,000 after consulting with the Illinois Small Business Development Center at Champaign County EDC (SBDC), an Opening Grant of \$1,000 after opening and holding a public opening ceremony, and up to \$25,000 in reimbursements for completing renovation work. A representative from Urbana's Economic Development Department will discuss and answer questions on these programs, among others. Free to attend, registration required to secure a spot – limited space available. Coffee and pastries will be provided.

Sponsored by: Illinois Small Business Development Center at Champaign County EDC

Tuesday, May 2, 2017 - 10:00am CDT

Location: Illinois Small Business Development Center at Champaign County EDC, 1817 S. Neil Street, Suite 100, Champaign, IL 61820

[Registration Required](#)

What Business & Personal Insurance is Necessary?

Learn what a startup or existing business should have for insurance. Avoid the pitfalls of being insured improperly or buying insurance you do not need. Learn ways to save \$\$\$ and how to select the right agent for your business.

Sponsored by: Illinois SBDC/ITC/PTAC at College of DuPage

Tuesday, May 2, 2017 - 10:00am CDT

Location: Center for Entrepreneurship, 2525 Cabot Drive, Lisle, IL 60532

[Registration Required](#)

How to Get Certified to do Business with the Federal Government

Attend this workshop for an overview of government contracting and the certification process. We'll provide insight to government contracting objectives and opportunities for small businesses, as well as discuss what your responsibilities are as a contractor.

Tuesday, May 2, 2017 - 11:00am CDT

SBA Sponsored

Location: Microsoft - Woodfield Mall, 106 Woodfield Mall, Schaumburg, IL 60173

[Registration Required](#)

Starting a Business in Illinois

Sponsored by the Illinois Small Business Development Center at Bradley University and Morton Community Bank, this free workshop is open to the public. Join us to learn about: getting your business name registered, where to obtain a tax ID number, which legal form to choose, business plans, taxes and much more!

Sponsored by: Illinois Small Business Development Center at Bradley University

Tuesday, May 2, 2017 - 3:00pm CDT

Location: PeoriaNEXT Innovation Center, 801 West Main Street, Peoria, IL 61606



Starting a Small Business in Illinois

An introductory course on opening a small, for-profit business in Illinois, which will include resources available through the SBDC.

Sponsored by: Illinois Small Business Development Center at SIU-Edwardsville

Tuesday, May 2, 2017 - 3:00pm CDT

Location: SWIC Belleville Campus, 2500 Carlyle Ave., Belleville, IL 62221

[Registration Required](#)

Speed Networking

Speed Networking makes it easier for business professionals to connect with like-minded professionals. Whether you're looking to build new business relationships, develop new partnerships, share information, or learn new ideas, this event is an exciting opportunity to make meaningful new connections.

Sponsored by: Illinois Small Business Development Center at the Chicagoland Chamber of Commerce

Tuesday, May 2, 2017 - 4:30pm CDT

Location: Standard Club, 320 S. Plymouth, Chicago, IL 60604

[Registration Required](#)

Ready, Set, Go: How to Start a Small Business

Do you have a great business idea, but you aren't sure if you are ready to start your own business? This FREE workshop is for those who are interested in launching their first business but have questions about what to expect when they begin. Our experienced business consultants will share guidance including: information on the legal and licensing requirements, creating a business plan, options for securing financing, preparing a marketing strategy, and all the perks and challenges that come with entrepreneurship.

Tuesday, May 2, 2017 - 6:00pm CDT

Location: Joseph Center SBDC, 7600 West Roosevelt Road, Forest Park, IL 60130

[Registration Required](#)

Three Big Mistakes that Lead Entrepreneurs to Burn Out

You became an entrepreneur because you had a mission and wanted to take control of your schedule and lifestyle, but some days, the stress of working for yourself gets so intense that the mission loses focus and you start to think, "Working for someone else wasn't really that bad ..." For most entrepreneurs this scenario is all too familiar. Certain stressful and costly mistakes are not always obvious, but can be easily avoided once you know what they are. Learn from a fellow female entrepreneur on how to completely flip the script on stress and avoid burnout.

Sponsored by: Women's Business Development Center

Tuesday, May 2, 2017 - 6:00pm CDT

Location: Aurora Regional Chamber of Commerce, 43 W. Galena Blvd., Aurora, IL 60506

No registration required.



May 3

Automate Your Email Marketing

Do you send the same information over and over? Do you ever forget to follow up with new subscribers, customer anniversaries and birthdays? How do you share your great case studies, success stories and customer testimonials? Or introduce customers to your diverse product or service offerings? Autoresponder campaigns do what YOU wish you had the time to do! This seminar will help you learn the difference between automated messages and autoresponder campaigns and will cover dos and don'ts, show a sample autoresponder calendar, and share real case studies of success with autoresponder campaigns. Join us!

Sponsored by: Illinois Small Business Development Center at SIU-Edwardsville

Wednesday, May 3, 2017 - 8:00am CDT

Location: Liberty Bank Conference Room, 3112 Godfrey Road, Godfrey, IL 62035

[Registration Required](#)

Solar for Your Small Business – Solar Power Hour

Solar Urbana-Champaign 2.0 is a community-wide residential and commercial discount program for solar. Offered by the City of Urbana and the Midwest Renewable Energy Association, home and business owners throughout Champaign County may participate in this program to help pool their buying power to secure significant discounts that make installing solar more affordable than ever. The first step to participating in Solar Urbana-Champaign 2.0 is to attend a free Solar Power Hour and discover the benefits of solar energy for your home, small business or farm. This one-hour presentation discusses solar market trends, describes the basic components of a solar photovoltaic (PV) system, outlines the process for installing solar PV, introduces incentive options and economic benefits, and outlines next steps for participating in the Solar Urbana-Champaign 2.0 group buy. Learn more at SolarUrbanaChampaign.com.

Sponsored by: Illinois Small Business Development Center at Champaign County EDC

Wednesday, May 3, 2017 - 8:00am CDT

Location: Illinois Small Business Development Center at Champaign County EDC, 1817 S. Neil St., Champaign, IL 61820

[Registration Required](#)

Strategic Planning: How to Make a Profit

Learn how to make a profit through strategic planning. We'll discuss the basic differences between a business plan and a strategic plan so you can project the sales, cash flow, and profitability needed to start and/or expand your business. We'll cover break-even analysis, using strategic models, and making sound financial decisions. Join us!

Wednesday, May 3, 2017 - 9:00am CDT

SBA Sponsored

Location: SBA Illinois District Office, 500 W. Madison St., Chicago, IL 60661

[Registration Required](#)



Create a 2-Page Business Plan

Writing a business plan might seem intimidating, but it's an essential tool for any entrepreneur. Attend this seminar to learn how to craft and hone your two-page business plan. We'll share best practices and answer your questions. Register now!

Wednesday, May 3, 2017 - 9:00am CDT

SBA Sponsored

Location: Microsoft - Woodfield Mall, 106 Woodfield Mall, Schaumburg, IL 60173

[Registration Required](#)

Invest Aurora's Small Business Expo & Procurement Fair

Attend this free, half-day event to network with other business owners and federal, state, and local procurement managers. Seminars/breakout sessions will include: -How to start a business in Aurora -Funding your business -What certifications are right for my company? -I'm certified, now what? -And more!

Sponsored by: Invest Aurora

Wednesday, May 3, 2017 - 9:00am CDT

Location: Gaslight Manor, 2485 Church Road, Aurora, IL 60502

[Registration Required](#)

Macomb Salute to Small Businesses

Join this free event to learn about resources available to small businesses in the Macomb area and for those interested in starting a small business. The Western Illinois University Small Business Development Center and Small Business Administration will present, and Downtown Development, MAEDCO and the Chamber will have information available about their respective organizations and how membership/involvement in their organizations can benefit small businesses.

Wednesday, May 3, 2017 - 9:00am CDT

Location: Macomb City Hall Community Room, 232 E. Jackson St., Macomb, IL 61455

How to Start a Business in Illinois

Learn how to start your small business in Illinois. Let SBA and the FSCDC/SBDC show you how to set up your small business. Learn about programs and resources available to help you achieve your small business goals.

Wednesday, May 3, 2017 - 10:00am CDT

Sponsored by: Illinois SBDC at Far South CDC

Location: Far South CDC, 9923 S. Halsted, Suite D, Chicago, IL 60628

[Registration Required](#)

Franchising 101

Have you been intrigued to open a franchise, but have not proceeded due to the unknown? Attend this one-hour webinar to learn the definition of what a franchise really is. You will also determine: The benefits of owning a franchise; the power of



franchising; the size of franchising; the costs associated with a franchise; identifying the right franchise for you; questions to ask yourself as well as a franchise developer

Sponsored by: Center for Entrepreneurship, College of DuPage

Wednesday, May 3, 2017 - 10:00am CDT

Online event

[Registration Required](#)

Financing: Show Me the Money

Ready to start a business, but don't know where you'll find the money? Attend this event to learn about financing options for entrepreneurs. We'll discuss the process for securing SBA-guaranteed loans, as well as microloans and other tips to find funding.

Bring your money questions!

Wednesday, May 3, 2017 - 11:00am CDT

SBA Sponsored

Location: Microsoft - Woodfield Mall, 106 Woodfield Mall, Schaumburg, IL 60173

[Registration Required](#)

Brown Bag Marketing Series

The prospect of marketing your business can be overwhelming, especially when you are a small business with an even smaller budget. The good news is that there are marketing tools that won't break the bank. Learn how to get found online, attract new customers and grow your business. Bring your lunch and join us!

Sponsored by: Illinois SBDC International Trade Center at College of Lake County

Wednesday, May 3, 2017 - 12:00pm CDT

Location: College of Lake County, Southlake Campus, 1120 S. Milwaukee Ave., Room V328, Vernon Hills, IL 60061

[Registration Required](#)

Tips & Tools for Government Sales

Presenter: Mary Turner, Director of Illinois PTAC at Western Illinois University In this session, you will learn the necessary strategies to sell to the federal government. Some of the highlights will be creating capability statements, targeting specific departments/agencies, and techniques on how to approach your government customers. Free to attend – registration required to secure a spot. Limited space available. RSVP to carly@champaigncountyedc.org or call 217-378-8535. Lunch and materials will be provided.

Sponsored by: Illinois Small Business Development Center at Champaign County EDC

Wednesday, May 3, 2017 - 12:00pm CDT

Location: Illinois Small Business Development Center at Champaign County EDC, 1817 S. Neil Street, Suite 100, Champaign, IL 61820

[Registration Required](#)

Equity Crowdfunding Basics



Crowdfunding is gaining in popularity as a new method for business owners to access capital. Attend this event to learn about the different types of crowdfunding available and receive guidance on creating a successful crowdfunding campaign, with a specific emphasis on equity crowdfunding.

Wednesday, May 3, 2017 - 12:00pm CDT

Sponsored by: Illinois SBDC at Far South CDC

Location: Far South CDC, 9923 S. Halsted, Suite D, Chicago, IL 60628

[Registration Required](#)

International Trade Show Marketing: Maximizing Return on Investment

Overseas trade shows can be one of the most effective ways to generate new business. They can also be extremely frustrating with questionable returns on investment (ROI). This presentation will focus on tips and techniques some of the most successful companies in the world use to take their trade show investments and turn them into new business.

Sponsored by: Illinois SBDC/ITC/PTAC at College of DuPage

Wednesday, May 3, 2017 - 12:00pm CDT

Online event

[Registration Required](#)

Starting Your Business in Illinois

This informative 2-hour workshop helps entrepreneurs understand many of the steps and requirements of starting a small business in Illinois. You'll be taken step-by-step through a variety of topics and have the opportunity to ask questions. Speaker: Don Elmore, SBDC Director. Materials will be provided.

Sponsored by: Illinois Small Business Development Center at Champaign County EDC

Small Business Development Center

Wednesday, May 3, 2017 - 5:30pm CDT

Location: Illinois Small Business Development Center at Champaign County EDC, 1817 S. Neil Street, Suite 100, Champaign, IL 61820

[Registration Required](#)

May 4

SBDC at Danville Area Community College Small Business Awards

Join us to celebrate small business and to recognize this year's Small Business Stars. Awards will be presented by Robert Steiner, acting Deputy Associate Administrator for the U.S. Small Business Administration's Office of Field Operations and the Illinois District Director. Breakfast is included.

Sponsored by: Illinois SBDC at Danville Area Community College

Thursday, May 4, 2017 - 7:30am CDT

Location: Danville Country Club, 2718 Denmark Road, Danville, IL 61834

\$15 per person, register with Carol Nichols at sbdc@dacc.edu or 217/ 442-7232.

Small Business Day in Collinsville



SCORE Southwestern Illinois, in partnership with Lindenwood University and the Illinois SBDC at SIU Edwardsville, presents this free, all-day event to help you improve your bottom line and take your business to new heights. Sessions will include: Email marketing; Human Capital - Key Trends & Resources; Customer Acquisition; Social Media & Other Technology; B2B & B2C Networking; Small Business Risk Management Issues; Stop Selling - Create "Buying" Environments. If you're thinking about starting a business or are already in business and want to grow, this event is for you.

Sponsored by: SCORE Southwestern Illinois and the Illinois SBDC at SIU Edwardsville
Thursday, May 4, 2017 - 8:30am CDT

Location: Lindenwood University - Collinsville Extension Center, 1101 Eastport Plaza
Drive, Collinsville, IL 62234

[Registration Required](#)

Create a 2-Page Business Plan

Writing a business plan might seem intimidating, but it's an essential tool for any entrepreneur. Attend this seminar to learn how to craft and hone your two-page business plan. We'll share best practices and answer your questions. Register now!

Thursday, May 4, 2017 - 9:00am CDT

SBA Sponsored

Location: Microsoft - Shops at North Bridge, 520 N. Michigan Ave., Chicago, IL 60611

[Registration Required](#)

Ready, Set, Go: How to Start a Small Business

Do you have a great business idea, but you aren't sure if you are ready to start your own business? This FREE workshop is for those who are interested in launching their first business but have questions about what to expect when they begin. Our experienced business consultants will share guidance including: information on the legal and licensing requirements, creating a business plan, options for securing financing, preparing a marketing strategy, and all the perks and challenges that come with entrepreneurship.

Thursday, May 4, 2017 - 9:00am CDT

Location: Greater Englewood Community Development Corp., 815 W. 63rd St.,
Chicago, IL 60621

[Registration Required](#)

Find a Focus

Entrepreneurs may have multiple ideas, and pinpointing where to begin can be a challenge. This one-hour session will give you a guide on how to pick "one" of your business ventures. Get a focus for your business and your ideas!

Sponsored by: Illinois SBDC/ITC/PTAC at College of DuPage

Thursday, May 4, 2017 - 9:00am CDT

Online event



[Registration Required](#)

Why Your Networking's Not Working (And What to Do About It)

Everyone knows small business owners are supposed to be networking to attract new clients. So you go to meetings, you talk to people. But you're not getting the results you hoped for. This program addresses the five big networking mistakes entrepreneurs make and how to fix them. It will include a chance to practice and develop your networking skills.

Sponsored by: Illinois SBDC/ITC/PTAC at College of DuPage

Thursday, May 4, 2017 - 10:00am CDT

Location: Center for Entrepreneurship, 2525 Cabot Drive, Lisle, IL 60532

[Registration Required](#)

Strategic Planning Webinar

This program will help your organization to identify and utilize tools and resources to create and implement a long-term goal setting and strategy implementation plan for your business. The program will also cover topics in leadership development and strategic planning.

Thursday, May 4, 2017 - 10:00am CDT

SBA Participating

[Registration Required](#)

Financing: Show Me the Money

Ready to start a business, but don't know where you'll find the money? Attend this event to learn about financing options for entrepreneurs. We'll discuss the process for securing SBA-guaranteed loans, as well as microloans and other tips to find funding. Bring your money questions!

Thursday, May 4, 2017 - 11:00am CDT

SBA Sponsored

Location: Microsoft - Shops at North Bridge, 520 N. Michigan Ave., Chicago, IL 60611

[Registration Required](#)

International Trade Day - An Afternoon for Exporters

Hear from representatives from the U.S. Small Business Administration, Export-Import Bank, the Midwest Inland Port, and the Illinois Office of Trade and Investment, among others. From the speakers, you'll learn about travel grants to attend foreign trade shows, export loans, insuring foreign receivables, international logistics resources for Central Illinois exporters, the services & resources of the SBDC International Trade Center for Central/East Central Illinois, and much more.

Sponsored by: Illinois SBDC at Champaign County EDC

Thursday, May 4, 2017 - 1:00pm CDT

Location: Illinois Small Business Development Center at Champaign County EDC, 1817 S. Neil Street, Suite 100, Champaign, IL 61820

[Registration Required](#)



Small Business Resources Open House

Interested in starting a growing a small business? Learn about the free business resources available to you from the Chicago Public Library. Meg Herman from the Women's Business Development Center will present.

Sponsored by: Women's Business Development Center

Thursday, May 4, 2017 - 1:00pm CDT

Location: Harold Washington Library, 400 S. State St., 4th Floor, Chicago, IL 60605

No registration required.

May 5

Entrepreneurship: Making Great Decisions

Learn how to make great decisions for some of your greatest problems concerning your small business. By using these tools, strategies, and techniques, you can minimize your risk and take your business to greater heights. We'll cover problem-solving tools and approaches, decision-making models, and knowing your options.

Friday, May 5, 2017 - 9:00am CDT

SBA Sponsored

Location: SBA Illinois District Office, 500 W. Madison St., Chicago, IL 60661

[Registration Required](#)

How to Get Certified to do Business with the Government

Attend this workshop for an overview of government contracting and the certification process. We'll provide insight to government contracting objectives and opportunities for small businesses, as well as discuss what your responsibilities are as a contractor.

Friday, May 5, 2017 - 11:00am CDT

Location: Microsoft - Shops at North Bridge, 520 N. Michigan Ave., Chicago, IL 60611

[Registration Required](#)

Digital Marketing Essentials

This workshop will provide you with tools and techniques to strengthen your digital marketing strategies. Ideal for those starting off in digital marketing or simply wanting to improve their skills, this workshop will address topics in search engine optimization and marketing, advertising through Google, Facebook campaigns, tracking website data, and more. Free to attend – registration required to secure a spot. Limited space available. Lunch and materials will be provided.

Sponsored by: Illinois SBDC at Champaign County EDC

Friday, May 5, 2017 - 12:00pm CDT

Location: Illinois Small Business Development Center at Champaign County EDC, 1817 S. Neil Street, Suite 100, Champaign, IL 61820

[Registration Required](#)

